

BRING TO PAB FOR PROCESSING

1. All Documents from MEPS
2. All Education Documents
3. Court Documents if Name Change
4. SSN card
5. 4187 for Rank
6. Proof for Promotion ie: transcript, referral info, ROTC verification
7. Birth Certificate
8. Permanent Resident Card
9. Marriage Certificate (need proof it has been recorded) if not in English – need translation
10. Birth Certificates for children – if over one year old need Vital Statistics Birth Certificate – Birth Certificates must have the parents' names
11. Address and phone numbers of next of kin and those persons to be notified if something should happen to Soldier
12. Direct Deposit form or Account Number and Routing number of bank
13. Divorce Decree
14. Spouse SSN if both are Military
15. Proof of Paternity for Single Male Soldiers with Children
16. Photo ID for Spouse